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GENERAL SERVICES ADMINISTRATION

WASHINGTON, D.C. 20405



Executive Registry

APR 28 1970

Honorable Richard Helms
Director, Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Helms:

For three days, May 26 through May 28, 1970, the General Services Administration will conduct a special conference for agency records management officers and their superiors. This conference is the ninth in a series of annual meetings which started in 1962. As in past years, the conference will cover subjects of prime importance to current and future Government-wide records management efforts.

The enclosed agenda describes briefly the subject matter to be covered. Ample opportunity will be provided during each session for open discussion by participants. Officials attending are urged to express their views and to present for group consideration any specific paperwork problems they may have.

We feel that the coverage and interest level of this year's conference will equal or exceed those of prior years. The sessions have been planned for the purpose of exploring the latest technology for information handling and techniques for reducing the volume of records. This meeting will provide an excellent opportunity for a critical examination of our objectives and efforts in the paperwork management field.

We hope that the Central Intelligence Agency will be represented at the conference. Because of their responsibilities for records management in your agency, we believe that Mr. Robert L. Bannerman and would be interested in attending. If you would prefer to send different representatives, of course they will be welcome.

The conference site will be the Sea Scape Motel in Ocean City, Maryland. The only cost to your Agency will be the travel and per diem expenses of your representatives.

Sincerely,

Robert L. Kunzig
Robert L. Kunzig
Administrator

On file GSA Release Instructions apply.

Enclosure

RECORDS MANAGEMENT OFFICERS' CONFERENCE
Ocean City, Maryland
May 26-28, 1970

PROGRAM

MAY 26, MORNING

Selected Records Management Programs

Establishing Directives Systems

Indexing Directives

MAY 26, AFTERNOON

U.S. Courts Paperwork

Office Landscaping

Effect of Computer Terminals on Records Programs

MAY 27, MORNING

Data Archives

Establishing Control over Magnetic Tapes

MAY 27, AFTERNOON

Promoting Forms Management

Shelf Filing vs. Mechanized Filing

A Vital Statistics Film System

MAY 27, EVENING

Mail Management Studies and Results

MAY 28, MORNING

Use of Records Centers

Paper Sizes

Records Management Internal Evaluations